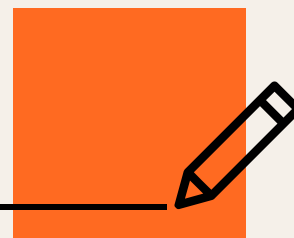


The Process of Thesis Submission And Archiving Using the Theses and Dissertations Archive (APD)



STEP I STUDENT

Check your thesis tile on the APD system
<https://vistula.edu.pl/en/student/student-affairs>



STEP II STUDENT

Student enters the details of the thesis:

- 1) information on the language in which the thesis was written,
- 2) abstract of the thesis in the language it was written (up to 4000 characters),
- 3) keywords in the language of the original (presented in a singular form and separated with commas).



STEP III STUDENT

After obtaining the supervisor's consent (acceptance of the version of the diploma thesis agreed with the supervisor), the student uploads an electronic version of the thesis





**STEP IV
SUPERVISOR**

- 1) assess the completeness and correctness of the thesis description submitted to the APD application by the student – keywords, the abstract.
- 2) approve the description and the content of the thesis submitted by the student;



Following any corrections or revisions made in the thesis, supervisor return to **STEP 3.**



**STEP V
SUPERVISOR**

Supervisor sends the thesis to language check



Positive result:

thesis approved and send to next step (Plagiarism check)



Negative result:
Returns to step 3 and
student is asked to revise the
thesis in terms of language



STEP VI

SUPERVISOR

Runs anti-plagiarism evaluation with the use
of the APD application

STEP

6

Positive result:
thesis approved and
send to next step (review
process)



Negative result:
Return to step 3 and student
is asked to revise thesis
substantially





STEP VII
SUPERVISOR

Prepares and upload the review file into the
APD



REVIEWER

Prepares and upload the review
file into the APD



Positive result:
thesis approved and
send to next step



Negative result:
Return to step 3 and student is
asked to revise thesis substantially
taking into account the critics
suggested by the reviewer





STEP IX
DEAN'S OFFICE

Creates the e – clearance slip and forwards to following units

- University Library
- Bursary



Positive result:
If you do not have any outstanding debts or unreturned books your e – clearance slip will be approved and send to next step



Negative result:
If you have outstanding debts or unreturned books your e – clearance slip will not be approved and you will be asked to clarify the issue (paying outstanding debts etc.)



STEP X
DEAN'S OFFICE

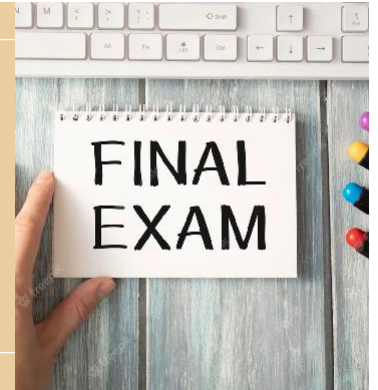
Before the diploma exam, the dean's office staff is required verify that:

- 1) The student passed all exams
- 2) The student has all essentials documents for graduation like nostrification or apostile





If you do not have any missing documents and passed all your exams you are ready for the final exam



FINAL STAGE

Now that your thesis is ready and you will get a defence date



1st DEADLINE: **18.06.2023** (thesis defence will be in July)

· Your thesis should be on the system by **01.06.2023**

2nd DEADLINE: **15.09.2023** (thesis defence will be in October)

· Your thesis should be on the system by **01.09.2023**

The final exams are going to take place : **15.06.2023 - 15.07.2023** for the first deadline and **15.09.2023 - 15.10.2023** for the second deadline

All diploma exams till the end of academic semester will be conducted online with the possible exception of Graphic Design and Architecture departments